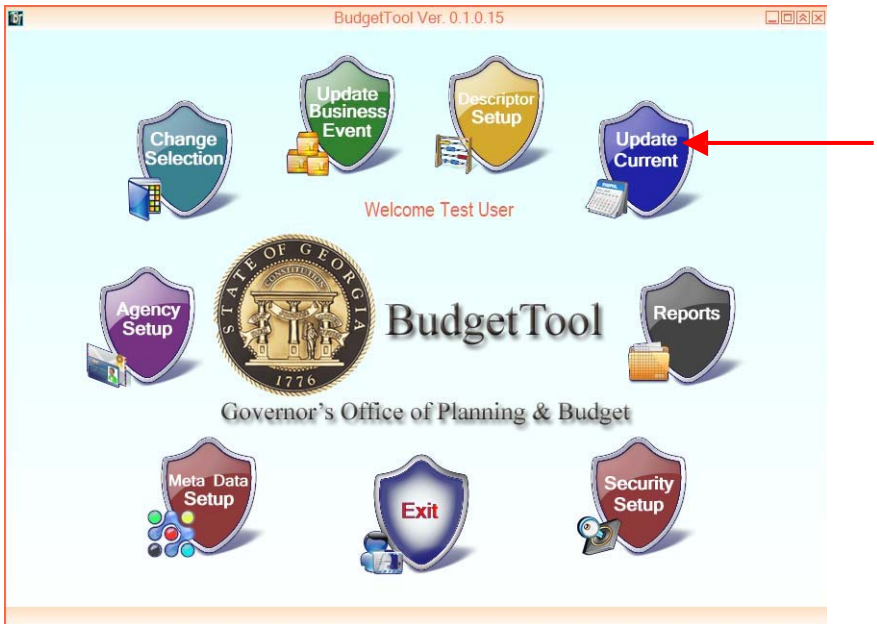
Stage Recommendation

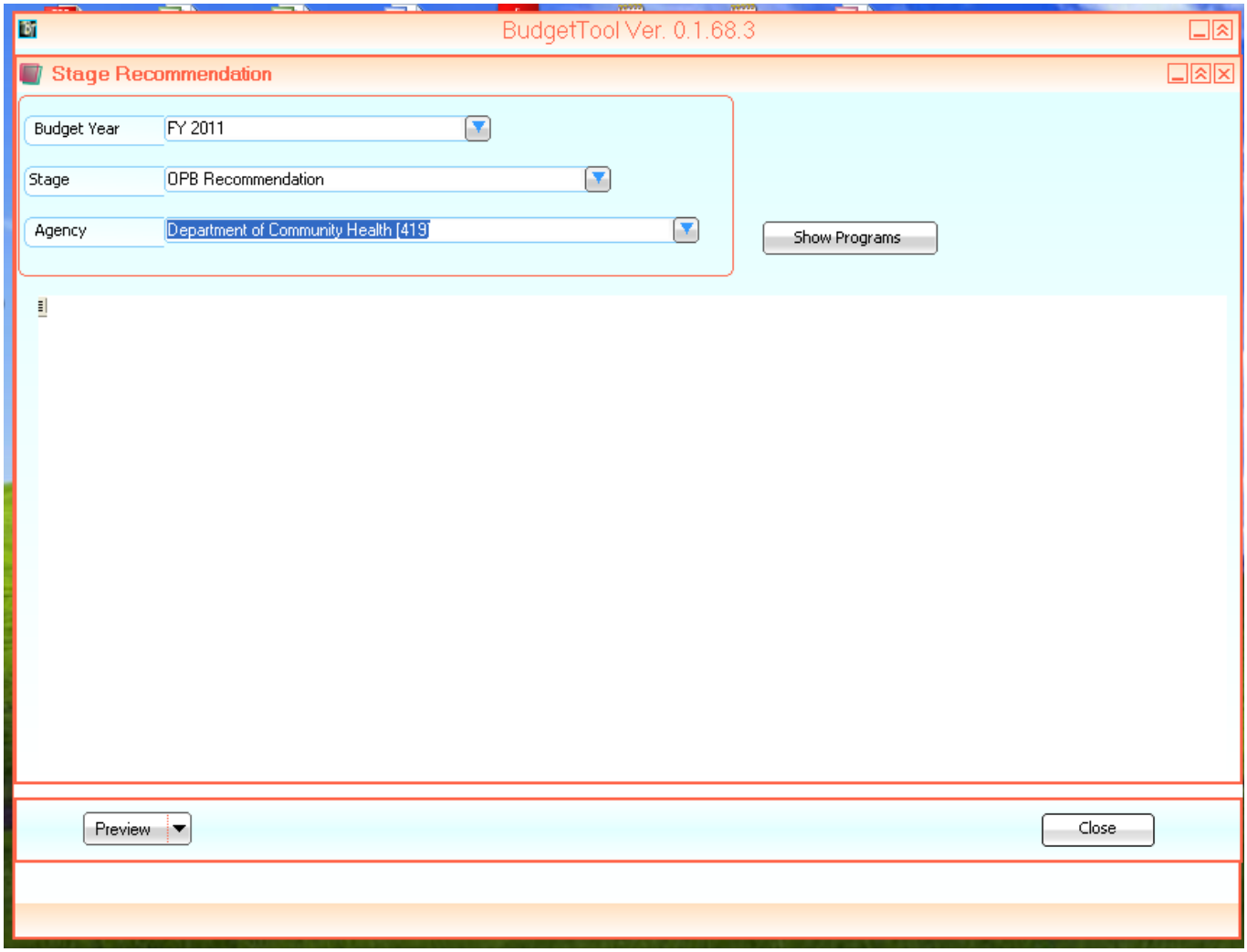
In order to make a single recommendation analyst musts choose among the 4, 6, or 8% scenarios presented in the agency recommendation. This can only be done in the OPB Recommendation stage. The selection is made by Program/sub-program. Once 4, 6, or 8% scenario is selected that selection will be visible in the subsequent recommendation reports. Analysts should first run reports and do the proper analysis to determine which percentage scenario will be the recommendation. If none of the percentage changes are going to be used the analyst can select NA. Below are detailed instructions on how to select Stage Recommendations for the OPB Recommendation

Click on the Update Current shield

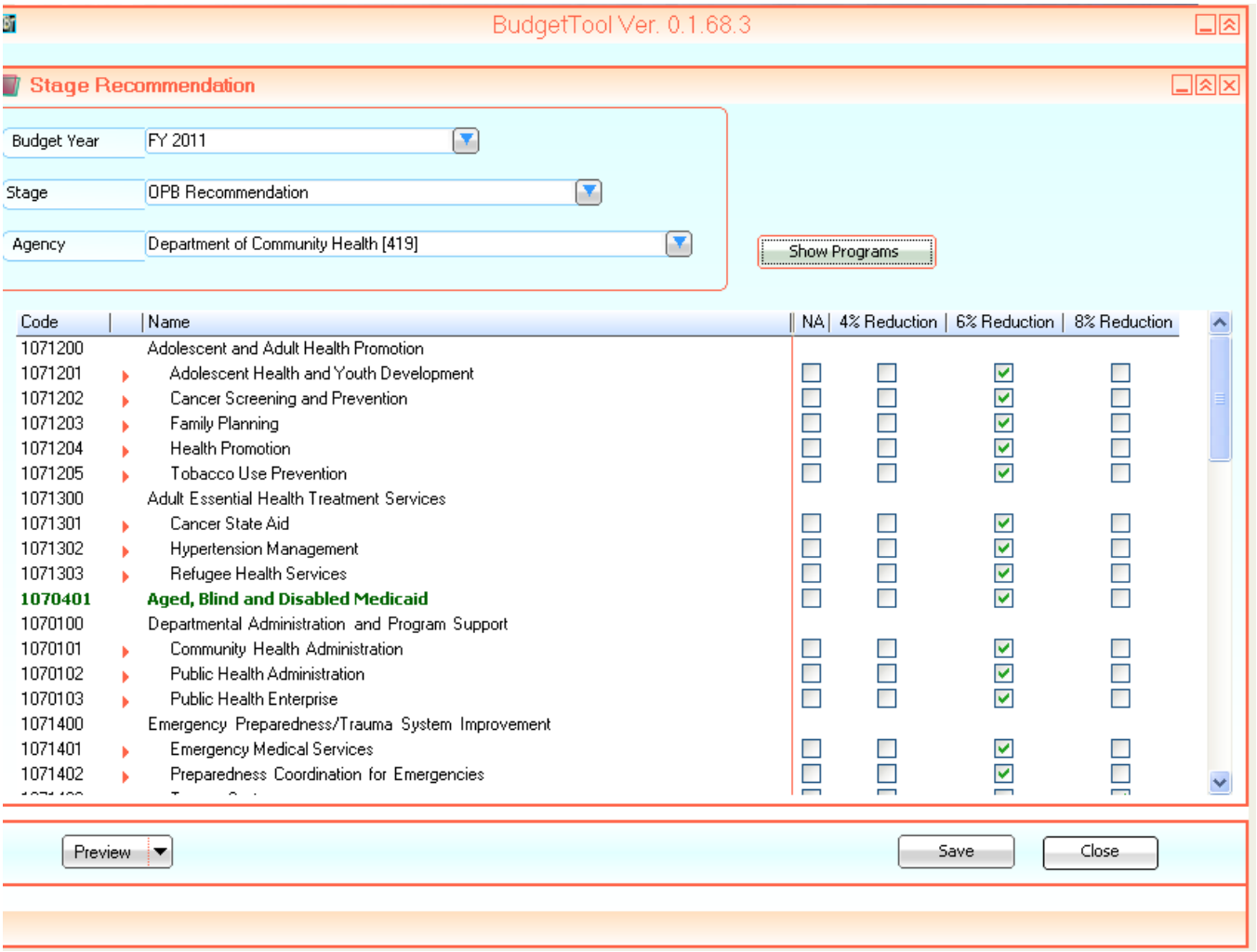


The following menu opens. *Click on Stage Recommendation.*

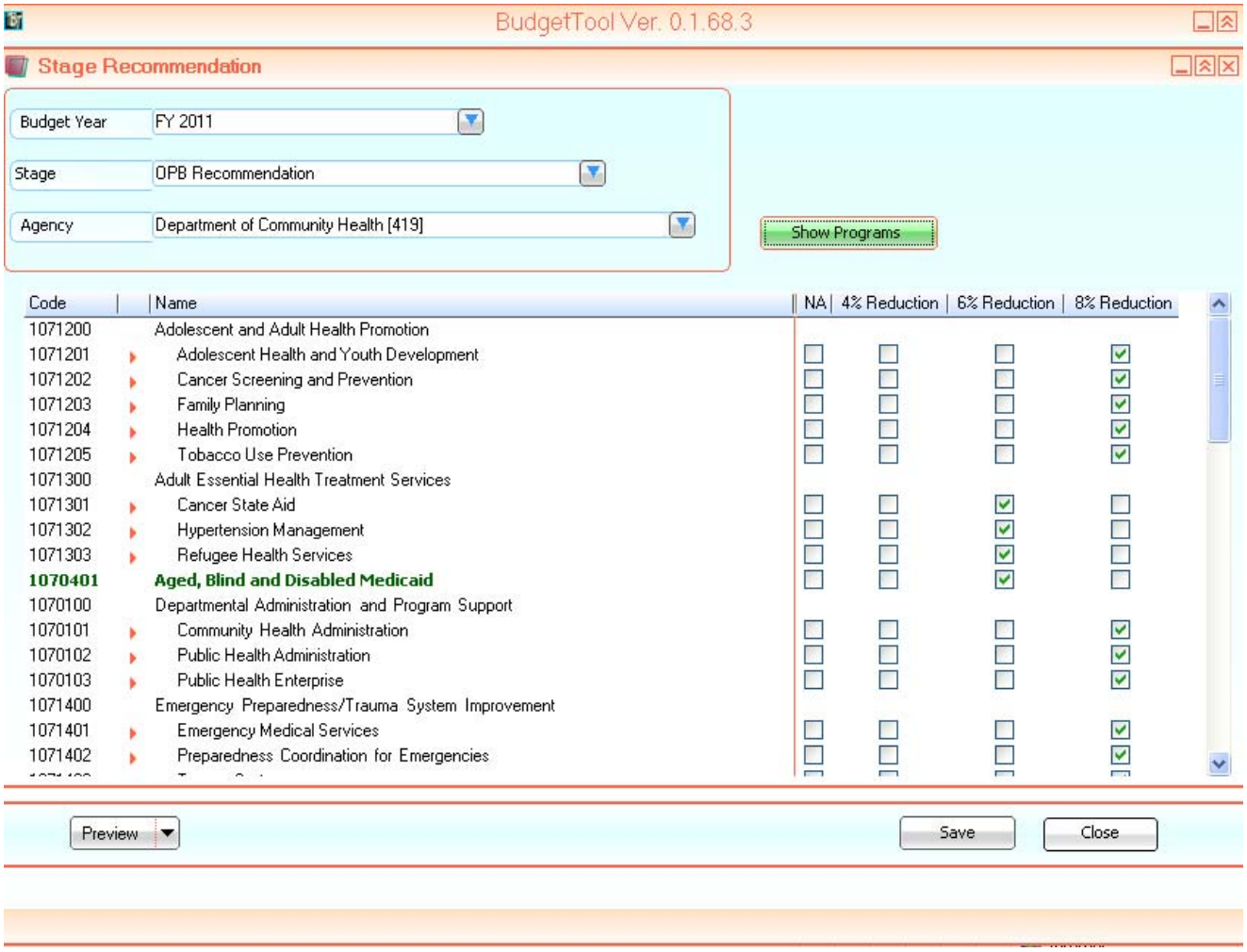
The following screen opens.



Select Budget Year, select Stage (Must be OPB Recommendation), select Agency, and click on Show Programs. The program list appears with check marks defaulted in the 6% scenario.



By Program/Sub-program change the selection to 4, 6, or 8%. If none of those scenarios is wanted for the program check NA. **Until a selection is made on this screen none of the percentage scenarios will show in your recommendation reports or views.** If NA is selected none of the scenarios will show in your recommendation reports or views. Percentage selections can be changed in the OPB Recommendation until it is submitted for advancement to the Governors Initial Stage. Once the selections are made *click Save.*



You have completed the percentage scenario selection for the OPB Recommendation stage. The advance to the Governors Initial stage will only include the selected percentage scenario by program/sub-program. In addition, the Exemptions and GAIT 2010 change type entries will not be advanced to the next stage.

Descriptor Consolidation

For parent programs or single programs we can consolidate descriptors by assigning Groupings. The intent is to be able to produce reports at the parent level with multiple descriptors that may appear in several subprograms consolidated as one.

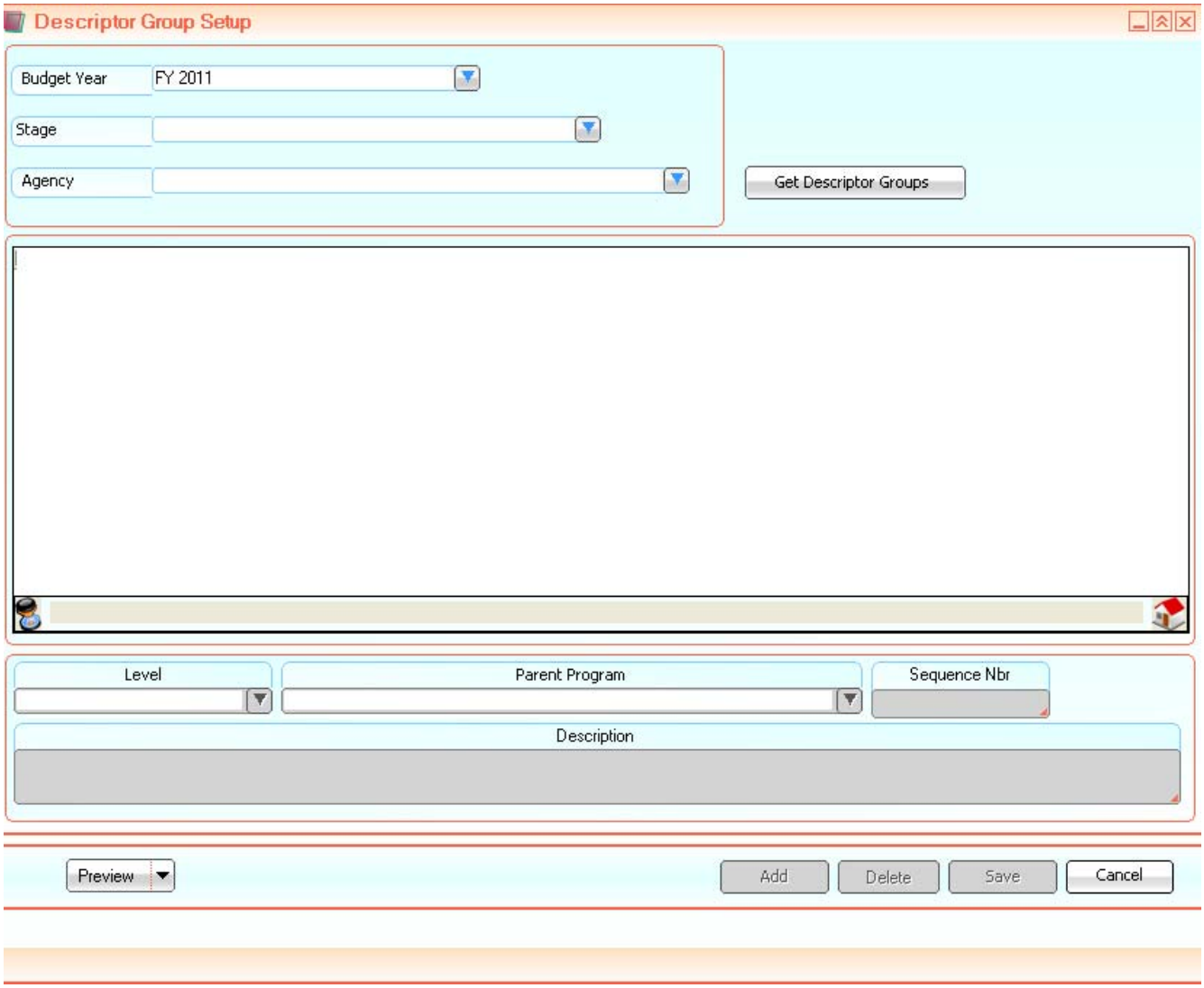
Click on the Update Current shield

The following menu opens.

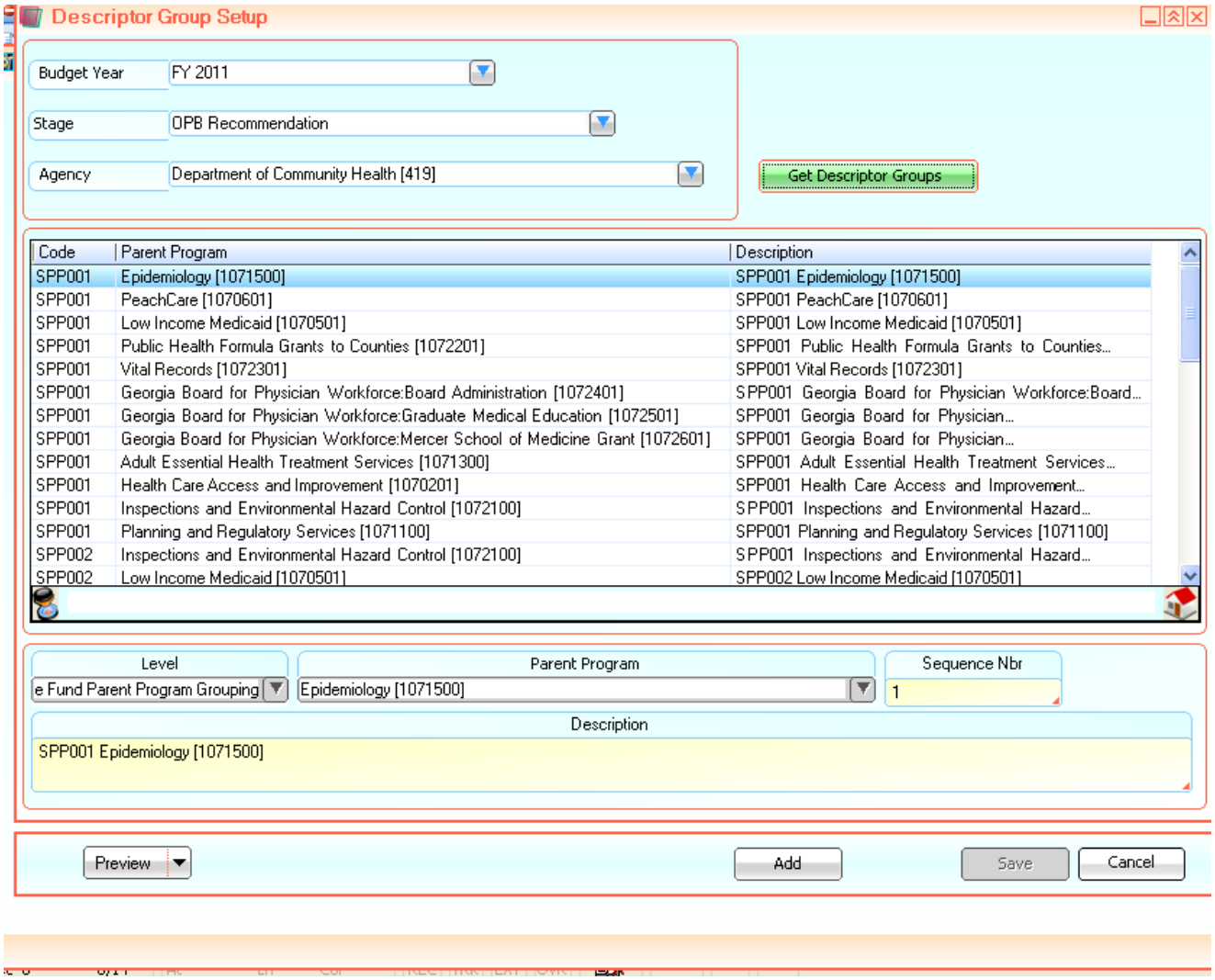
Setting Up Descriptor Groups

Click on Descriptor Group Setup.

The following screen opens.



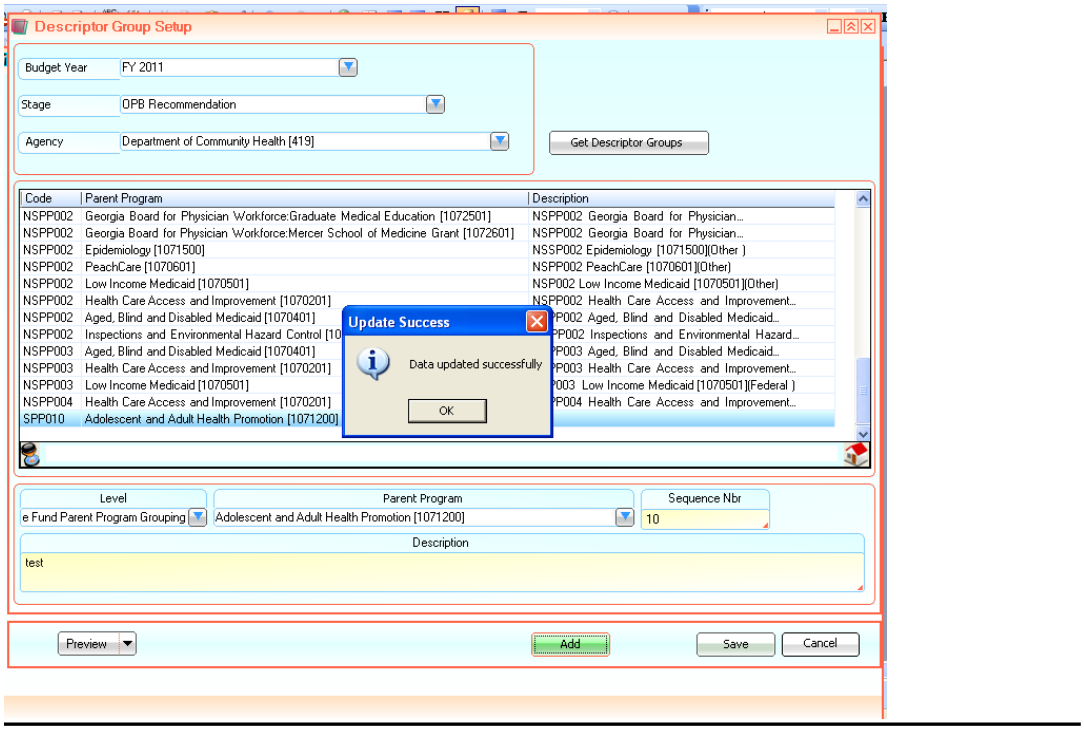
Select Budget Year, select Stage (Must be OPB Recommendation), select Agency, and click on Get Descriptor Groups.
If there are no descriptors the screen will remain as above and you can add descriptor groups; if there are descriptors already entered they will populate the screen as below.


Descriptor Group Setup
Budget Year
FY 2011
Stage
OPB Recommendation
Agency
Department of Community Health [419]
Get Descriptor Groups
Code
Parent Program
Description
SPP001 Epidemiology [1071500] SPP001 Epidemiology [1071500]
SPP001 PeachCare [1070601] SPP001 PeachCare [1070601]
SPP001 Low Income Medicaid [1070501] SPP001 Low Income Medicaid [1070501]
SPP001 Public Health Formula Grants to Counties [1072201] SPP001 Public Health Formula Grants to Counties...
SPP001 Vital Records [1072301] SPP001 Vital Records [1072301]
SPP001 Georgia Board for Physician Workforce:Board Administration [1072401] SPP001 Georgia Board for Physician Workforce:Board...
SPP001 Georgia Board for Physician Workforce:Graduate Medical Education [1072501] SPP001 Georgia Board for Physician...
SPP001 Georgia Board for Physician Workforce:Mercer School of Medicine Grant [1072601] SPP001 Georgia Board for Physician...
SPP001 Adult Essential Health Treatment Services [1071300] SPP001 Adult Essential Health Treatment Services...
SPP001 Health Care Access and Improvement [1070201] SPP001 Health Care Access and Improvement...
SPP001 Inspections and Environmental Hazard Control [1072100] SPP001 Inspections and Environmental Hazard...
SPP001 Planning and Regulatory Services [1071100] SPP001 Planning and Regulatory Services [1071100]
SPP002 Inspections and Environmental Hazard Control [1072100] SPP001 Inspections and Environmental Hazard...
SPP002 Low Income Medicaid [1070501] SPP002 Low Income Medicaid [1070501]
Level
e Fund Parent Program Grouping
Parent Program
Epidemiology [1071500]
Sequence Nbr
1
Description
SPP001 Epidemiology [1071500]
Preview
Add
Save
Cancel

You can add descriptors and/or print the list out using 'Preview'.

Adding a descriptor group

Click on Add.
Select Level – Parent Program It can be a single stand alone program too.
Select a Parent Program or single stand alone, sub-programs do not show in this list.
Click in the Sequence Nbr box and the next numerical sequence will be assigned This can be changed.
Click in the Description box and enter the description exactly as you want it to appear for the parent program. This is a 500 character field. This is what will appear in the Recommendation reports.
Tab out of the description field and the Save button will be activated. Click Save.
You will get a message that says the '*Data updated successfully'* and the line will be added to the list in the screen.



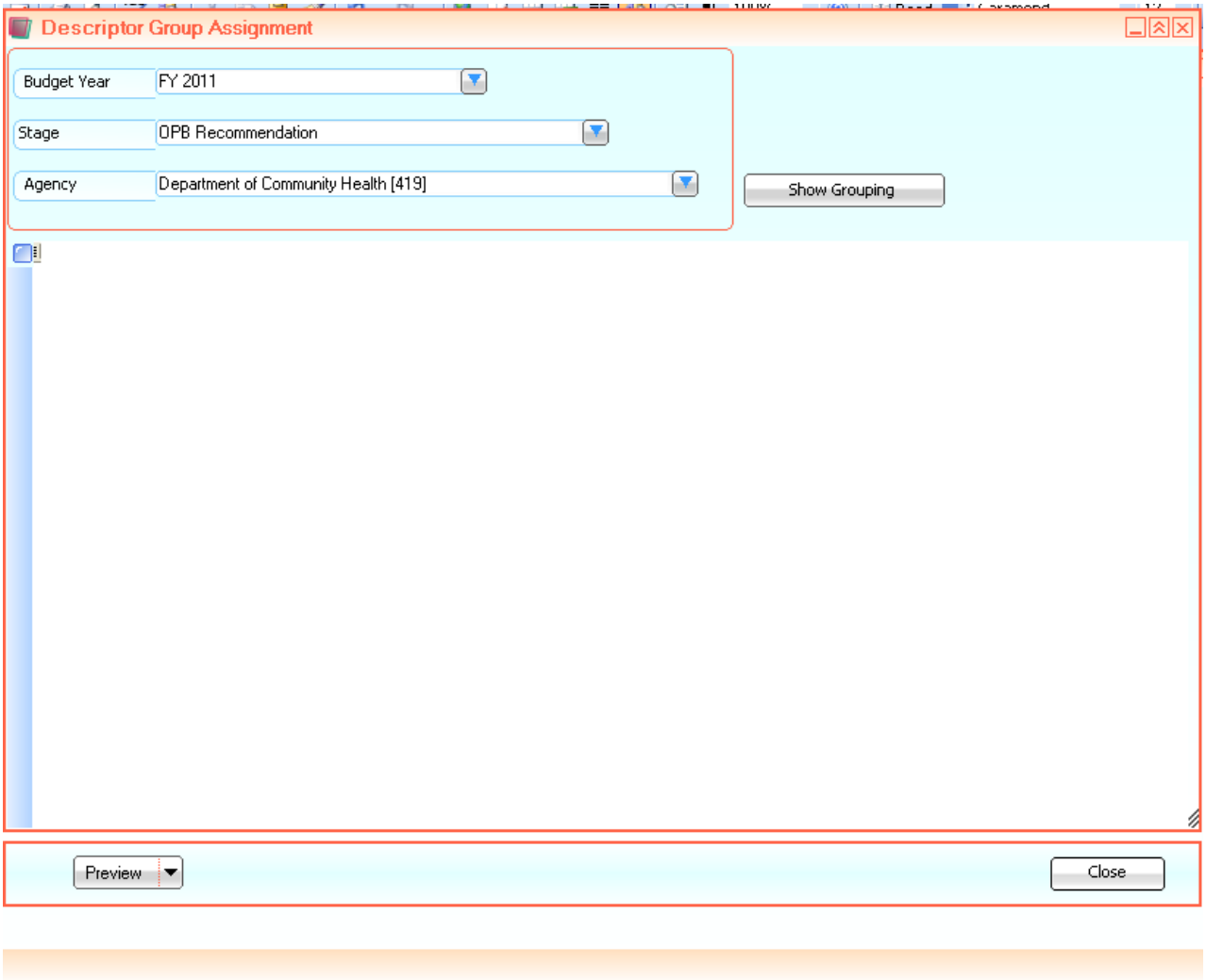
Printing a descriptor group listing report

You can *print a report* of all the descriptor groupings you have set up for an agency by clicking the dropdown menu on the Preview button at the bottom left of the page and *select Preview*.

Assigning Descriptor Groupings

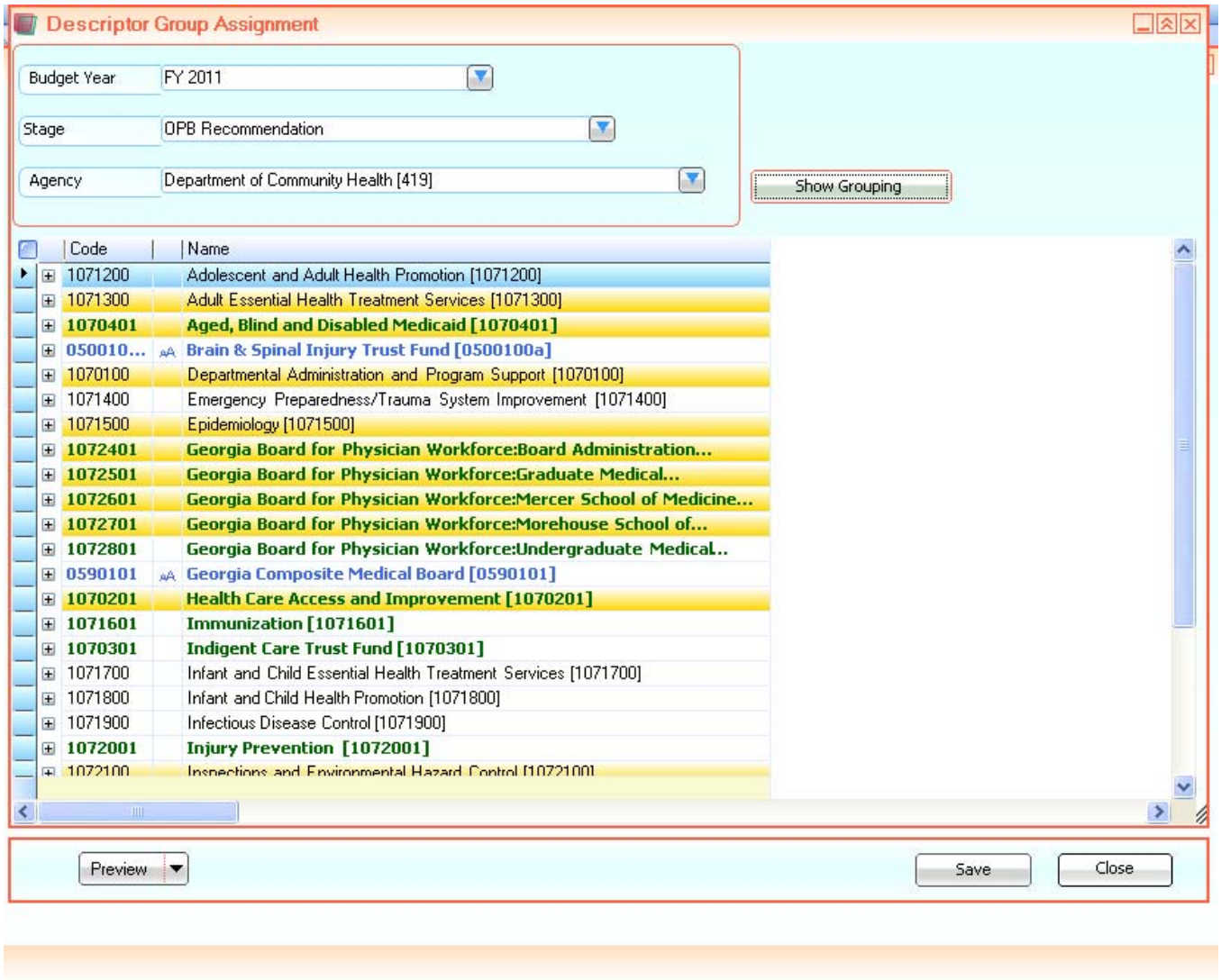
Click on Descriptor Group Assignment.

The following screen opens.

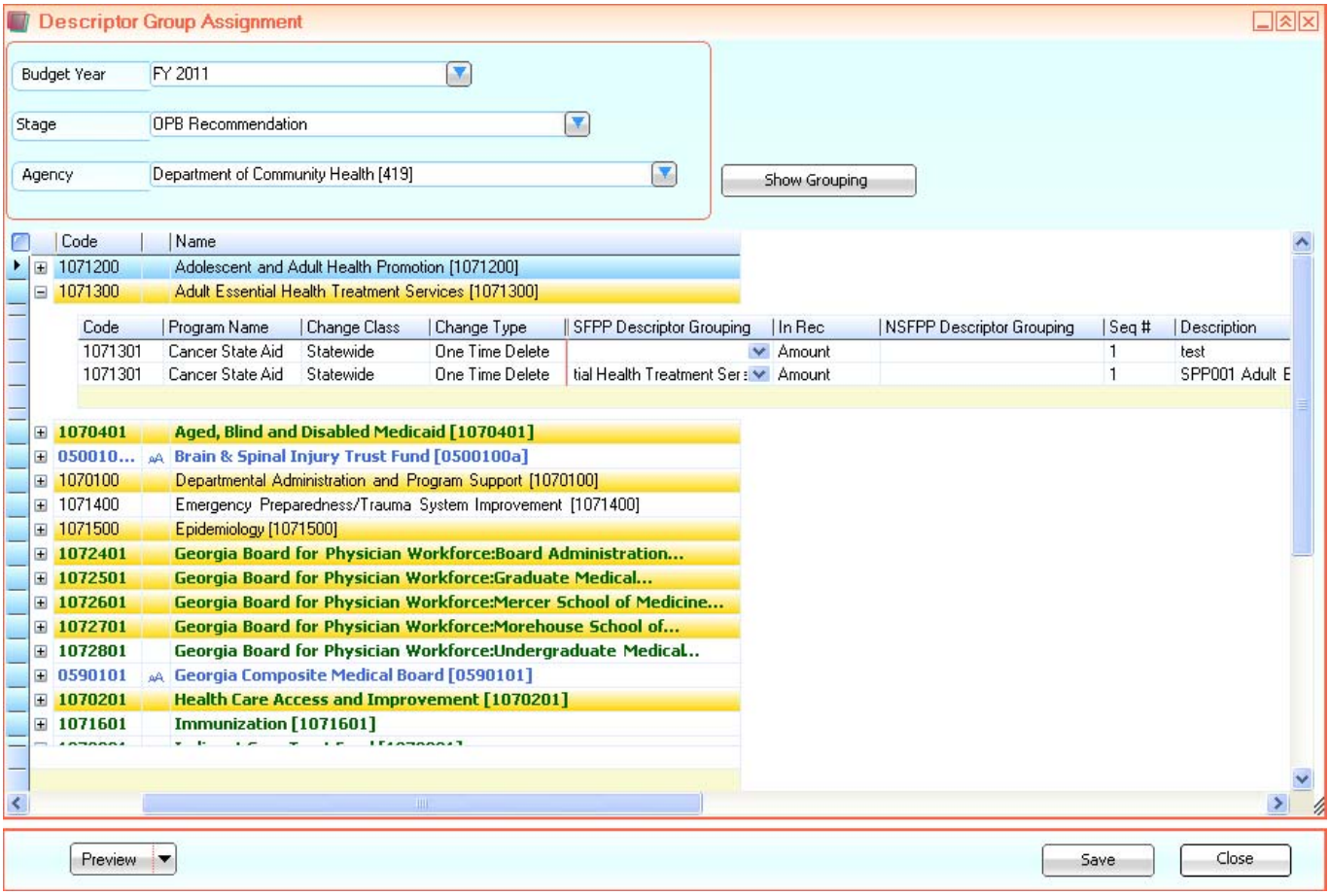


Select Budget Year, select Stage (Must be OPB Recommendation), select Agency, and click on Show Grouping.

The following screen opens.


Descriptor Group Assignment
Budget Year
FY 2011
Stage
OPB Recommendation
Agency
Department of Community Health [419]
Show Grouping
Code
Name
1071200 Adolescent and Adult Health Promotion [1071200]
1071300 Adult Essential Health Treatment Services [1071300]
1070401 Aged, Blind and Disabled Medicaid [1070401]
0500100... Brain & Spinal Injury Trust Fund [0500100a]
1070100 Departmental Administration and Program Support [1070100]
1071400 Emergency Preparedness/Trauma System Improvement [1071400]
1071500 Epidemiology [1071500]
1072401 Georgia Board for Physician Workforce:Board Administration...
1072501 Georgia Board for Physician Workforce:Graduate Medical...
1072601 Georgia Board for Physician Workforce:Mercer School of Medicine...
1072701 Georgia Board for Physician Workforce:Morehouse School of...
1072801 Georgia Board for Physician Workforce:Undergraduate Medical..
0590101 Georgia Composite Medical Board [0590101]
1070201 Health Care Access and Improvement [1070201]
1071601 Immunization [1071601]
1070301 Indigent Care Trust Fund [1070301]
1071700 Infant and Child Essential Health Treatment Services [1071700]
1071800 Infant and Child Health Promotion [1071800]
1071900 Infectious Disease Control [1071900]
1072001 Injury Prevention [1072001]
Preview
Save
Close

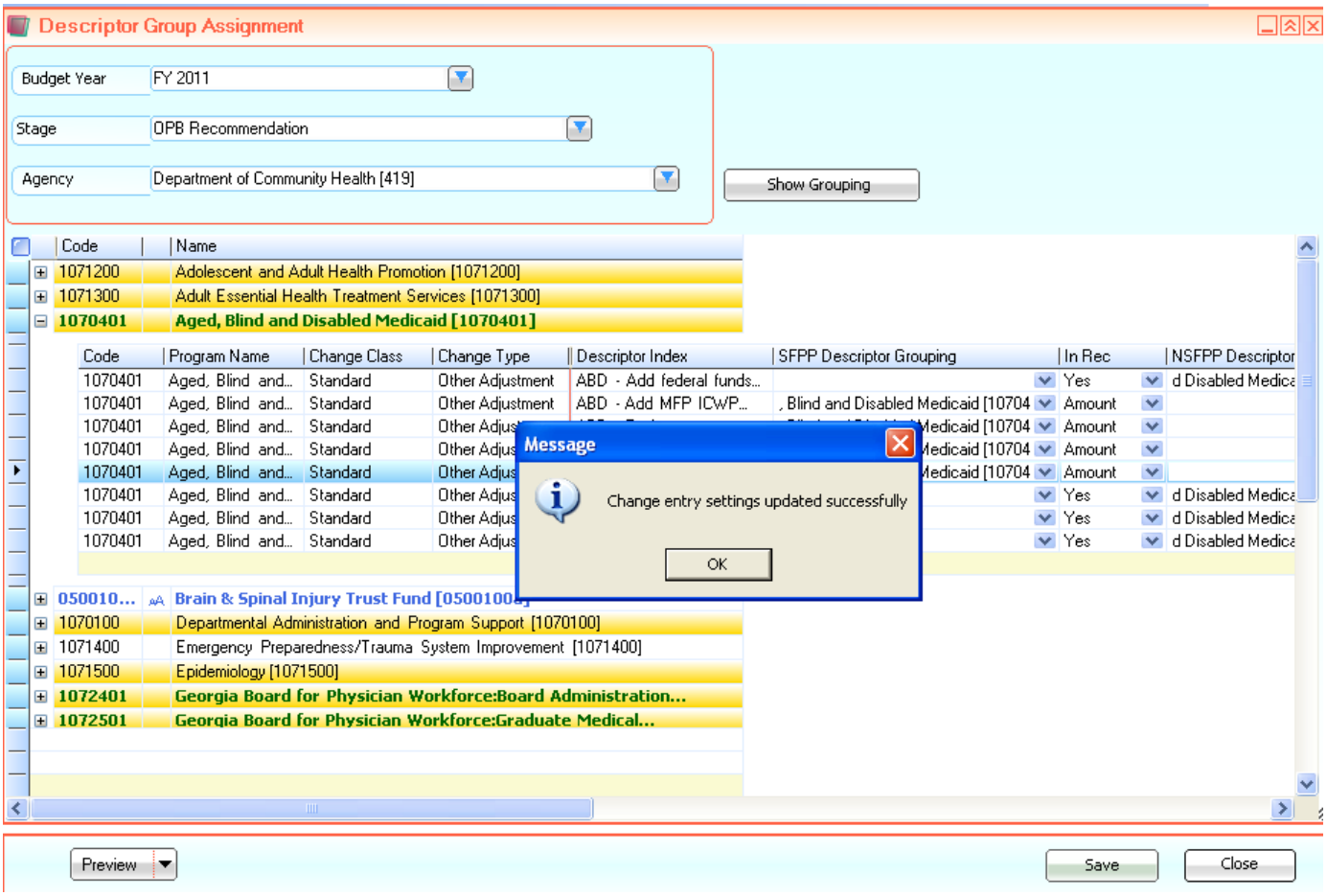
The programs highlighted with a yellow background have change entries; those in white have no change entries. To see the detail associated with all programs for the agency click on the square box to the left of the word 'Code' in the header line. All lines will be expanded. Or you can expand only those programs you want to work with by clicking the '+" sign at the end of each line as in the screen shot below.



Here only the Adult Essential Health Treatment Services have been expanded. All the descriptors associated to the program are listed with the following exceptions: Exemptions, and GAIT 2010 Change Types; and, only the percentage scenario selected for the program. If no selection has been made or NA has been selected no percentage scenario will show for the program. The following information is displayed about the descriptors:

Change Type, Change Class, Amount of Change, State Funds, Federal Funds, Federal Recovery Funds and Other Funds.

In addition, there is a column titled 'SFPP Descriptor Grouping' and "NSFPP Descriptor Grouping'. These fields are used to select from the Descriptor Grouping assigned to the parent. Click on the line you want to consolidate. Then click in the 'SFPP Descriptor Grouping' for any change entries that include state funds or 'NSFPP Descriptor Grouping' for change entries with no state funds and a dropdown of all Descriptor Groupings assigned to this Parent Program will appear – it shows the Grouping number(i.e. PP001) and description. Select the one you want. You can assign as many as you want.


Descriptor Group Assignment
Budget Year
FY 2011
Stage
OPB Recommendation
Agency
Department of Community Health [419]
Show Grouping
Code
Name
1071200
Adolescent and Adult Health Promotion [1071200]
1071300
Adult Essential Health Treatment Services [1071300]
1070401
Aged, Blind and Disabled Medicaid [1070401]
Code
Program Name
Change Class
Change Type
Descriptor Index
SFPP Descriptor Grouping
In Rec
NSFPP Descriptor
1070401 Aged, Blind and... Standard Other Adjustment ABD - Add federal funds... Yes d Disabled Medica
1070401 Aged, Blind and... Standard Other Adjustment ABD - Add MFP ICWP... Blind and Disabled Medicaid [10704 Amount
1070401 Aged, Blind and... Standard Other Adjus Medicaid [10704 Amount
1070401 Aged, Blind and... Standard Other Adjus Medicaid [10704 Amount
1070401 Aged, Blind and... Standard Other Adjus Medicaid [10704 Amount
1070401 Aged, Blind and... Standard Other Adjus Yes d Disabled Medica
1070401 Aged, Blind and... Standard Other Adjus Yes d Disabled Medica
1070401 Aged, Blind and... Standard Other Adjus Yes d Disabled Medica
Message
Change entry settings updated successfully
OK
050010... Brain & Spinal Injury Trust Fund [0500100]
1070100 Departmental Administration and Program Support [1070100]
1071400 Emergency Preparedness/Trauma System Improvement [1071400]
1071500 Epidemiology [1071500]
1072401 Georgia Board for Physician Workforce:Board Administration...
1072501 Georgia Board for Physician Workforce:Graduate Medical...
Preview
Save
Close

Click Save. You will get the message 'Change Entry settings updated successfully!!'.

Yes/No/Amount

In the Descriptor Group Assignment screen above there is visible a column titled 'In Rec'. The entry for this field for each descriptor is defaulted to 'Amount' which means the state dollar amount will show up as the recommendation.

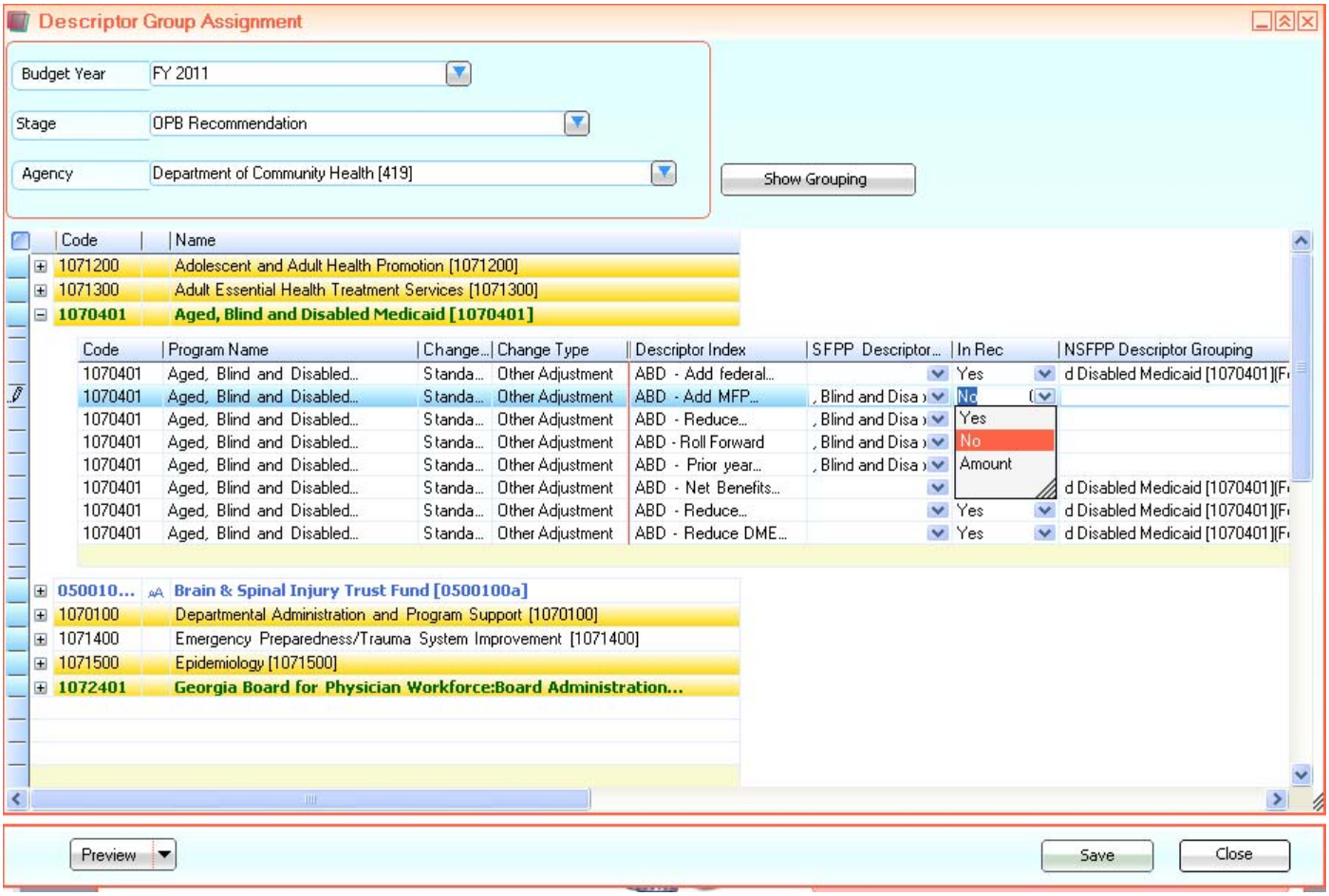
You can change this to 'Yes' which means that you agree with the recommendation but will not fund it the agency must find the funding elsewhere. If you want to change the dollar amounts for this entry you must do it manually in the change entry screen the wording **will still show up** as a recommendation. Instead of amounts the word 'yes' will appear but amounts will be in the total. Generally 'Yes' will only be used for federal and other funds and state funds will zero out if yes is selected.

NOTE: You cannot have state funds on a change that has 'In Rec' set to Yes.

You can also change this to 'No' which means that you do not agree with the recommendation. This will cause all the entries to this program made with this descriptor to be zeroed and the wording **will not show up** as a recommendation.

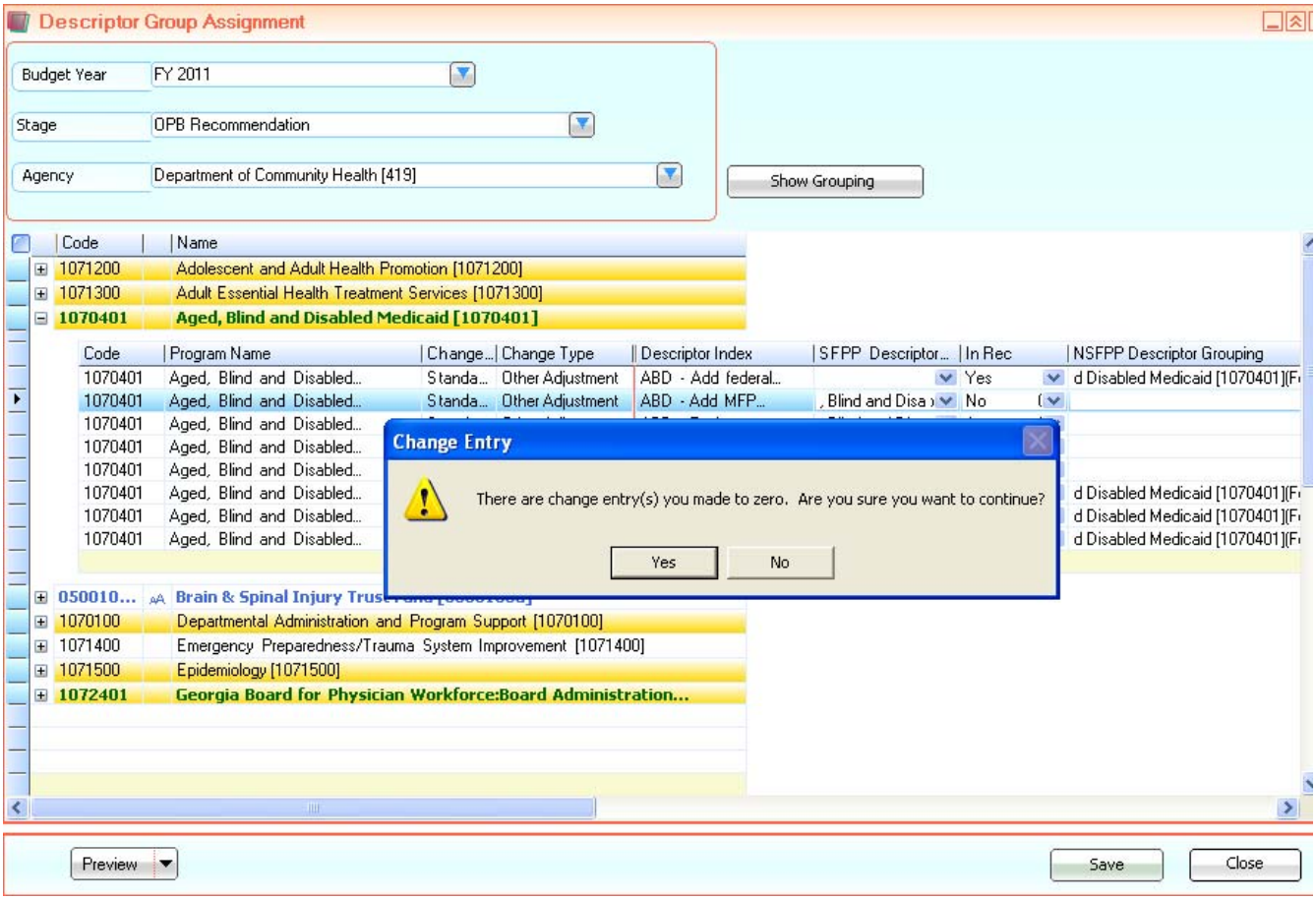
If you subsequently change your mind and want to change the 'In Rec' back to 'Amount' you will need to do that here and save, then go into the Change Entry screen and enter the dollar amounts you want for fund sources and object classes for this descriptor as it is used for this program.

To make the 'Yes/No' selection click on the line of the descriptor you want to change. Then click in the 'In Rec' field of that line. A dropdown appears with yes/no/amount.


Descriptor Group Assignment
Budget Year
FY 2011
Stage
OPB Recommendation
Agency
Department of Community Health [419]
Show Grouping
Code
Name
1071200
Adolescent and Adult Health Promotion [1071200]
1071300
Adult Essential Health Treatment Services [1071300]
1070401
Aged, Blind and Disabled Medicaid [1070401]
Code
Program Name
Change...
Change Type
Descriptor Index
SFPP Descriptor...
In Rec
NSFPP Descriptor Grouping
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Add federal... Yes d Disabled Medicaid [1070401](F
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Add MFP... , Blind and Disa... No
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Reduce... , Blind and Disa...
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Roll Forward , Blind and Disa...
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Prior year... , Blind and Disa...
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Net Benefits...
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Reduce... Yes
1070401 Aged, Blind and Disabled... Standa... Other Adjustment ABD - Reduce DME... Yes
Yes
No
Amount
050010...
Brain & Spinal Injury Trust Fund [0500100a]
1070100
Departmental Administration and Program Support [1070100]
1071400
Emergency Preparedness/Trauma System Improvement [1071400]
1071500
Epidemiology [1071500]
1072401
Georgia Board for Physician Workforce:Board Administration...
Preview
Save
Close

Make your selection and click save.

A popup up appear that says 'There are change entr(y)s you made to zero. Are you sure you want to continue?



Click 'Yes' and the Yes/No entry will be made. Then click 'Save'.